

<h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2> <h3 style="text-align: center;">Amendment</h3> <p style="text-align: center; color: red;">(Added “監督” to the Japanese Job Title in block 1.)</p>		<b>広報番号：</b> Announcement No.	<b>FISC-20-09(R)(A)</b>	
		<b>募集締切日：</b> Closing Date	<b>21 Jul 09</b>	
		<b>発行日：</b> Date of Issue	<b>30 Jun 09</b>	
<b>1.職種名 Job title ( 等級 Grade <u>5</u> / 語学等級 LAD <u>2</u> )</b> <h2 style="text-align: center;">Supervisory Storekeeping Clerk</h2> <p style="text-align: center;">(監督倉庫事務職) #210</p> <p>受諾可能な下位等級 Acceptable trainee level: 1-4</p> <div style="display: flex; justify-content: space-between;"> <span><input checked="" type="checkbox"/> 事務系 Administrative</span> <span><input type="checkbox"/> 技能系 Blue Collar Trade</span> <span><input type="checkbox"/> 保安系 Security</span> <span><input type="checkbox"/> 医療系 Medical</span> </div>		<b>募集人数</b> No. of Recruitment  <h2 style="text-align: center;">1 名</h2>	<b>4.募集範囲</b> Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input checked="" type="checkbox"/> 外部 Off Base Applicant  <b>**Note: Those who applied for the Vacancy Announcement No. FISC-20-09 need not to re-apply.</b>	
<b>2.部隊</b> Activity U.S. Fleet and Industrial Supply Center, Yokosuka Industrial Support Department, Physical Distribution Division Storage Branch (Code 501.2) <b>勤務場所</b> Working Place: 横須賀市泊町 Tomari-cho, Yokosuka		<b>5.雇用の種類</b> Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <span style="float: right;"><input type="checkbox"/> HPT</span> <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term ( __ヵ月 Months )		
<b>3.勤務時間</b> Work Schedule ( 週 <u>40</u> 時間制 hrww ) <b>勤務日</b> Work Days: Monday - Friday <b>勤務時間・休憩</b> Work Hours/Recess Period: 0800-1645/1200-1245 <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel				
<b>6.職務内容</b> Duties See attached task list				
<b>7.資格要件／身体条件</b> Qualification/Physical Requirements a. One year of clerical, technical, or administrative work experience equivalent at 1-4 level in the related work. If applicant does not have such work experience, completion of 4-years college/university in a related field may qualify him/her at 1-5 level. b. Must have GOJ ordinary vehicle driver's license (AT only is NOT acceptable) , GOJ large-sized special purpose vehicle driver's license, and GOJ certificate of completion of training for forklift operation. c. Knowledge of supply clerical and administrative transactions and process flow. d. Knowledge of procedures for special supply requirements and for determination and disposal of excess property. e. Knowledge of management control of special handling and non standard shipping required supply items. f. Skill in operating personal computer such as Microsoft Word, Excel, Access and management of automatic electronic data processing system transaction. g. Ability to supervise subordinates. h. Ability to speak, read and write English at average proficiency level (LAD-2).  *An applicant who does not fully meet the qualification requirements stated above may be considered at a lower grade level as below.  1-4: a. One year of clerical, technical, or administrative work experience in any field. If applicant does not have such work experience, completion of 4-years college/university in any field may qualify him/her at 1-4 level. <b>In addition, qualification #b for 1-5 level is also required at 1-4 level.</b>  *A handicapped applicant may be accepted, depending on the degree and kind of disability.				
<b>英語力</b> English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input checked="" type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 <div style="text-align: right;">Exceptional</div>				
<b>学歴</b> Educational Background : N/A		<b>免許証／修了証</b> License/Certificate Required : See blocks 7&8 7/8 欄参照		

<b>8.提出するもの Application and Associated Documents</b>	<b>職務状況</b> Working Condition
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<p>*<input checked="" type="checkbox"/> <b>空席応募用紙</b> Application for Vacancy Announcement</p> <p>*<input checked="" type="checkbox"/> <b>専門職務経歴書</b> Resume of Specialized Work Experience</p> <p>*の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either</p> <p><input checked="" type="checkbox"/> 日本国発行の運転免許証（A T 限定不可）、大型特殊自動車免許、及びフォークリフト運転技能講習修了書写し Copy of GOJ Driver's License (AT limited is not acceptable), GOJ Large Size Special Driver's License and GOJ certificate of the completion of training course for forklift operation.</p> <p><input checked="" type="checkbox"/> 英語の能力を証明するもの（写し） Anything to certify English Proficiency (Copy).</p> <p><input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.)</p> <p><input checked="" type="checkbox"/> 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Alien Registration and Passport/Visa Copy</p>	
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## 9. 応募書類提出先 Office to Submit

内部（現 MLC/IHA 従業員）と外部（非従業員）では、提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。（HRO 日本人雇用課ゲート事務所カウンター下の応募用紙提出箱へは午前 0600 時より、午後 0600 時まで提出可能です。） Office to submit is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement. (Application Drop Box under the HRO Gate Office counter is accessible from 0600 to 1800.):

（注意）上記項目 4 番の“募集範囲”が現 MLC/IHA 従業員の場合、外部（非従業員）からの応募書類は無効となりますのでご注意ください。 When item #4, “Area or Consideration” above shows “Current MLC/IHA employees” only, Off Base applicants will be rated ineligible.

### 1. 内部（現 MLC/IHA 従業員）提出先 Current MLC/IHA Employees must submit to:

〒238-0001 神奈川県横須賀市泊町 1 番地, Box 22 〒238-0001 1 banchi Tomari-cho, Yokosuka, Box 22  
米海軍横須賀基地日本人雇用課 (N132) COMNAVFORJAPAN, Human Resources Office (HRO) Yokosuka  
内線/Extension 243-8152 JN Employment Division (N132)

### 2. 外部（非従業員）提出先 Off Base Applicants must submit to:

〒238-0011 神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階 〒238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka  
(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) Yokosuka Branch of LMO/IAA  
管理第一係 Management Section  
電話番号 Phone 046-828-6959  
受付時間：月曜—金曜、0830-1730（日本の祭日を除く） Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays) \*雇用条件等のご質問はこちらにお問い合わせ下さい。 Please contact LMO/IAA for questions on conditions of employment.

## 10. 事務処理欄 For Official Use

募集部隊担当者 Activity POC : FISC Code 323		軍電 (DSN) 243-6489/9823
PD No.: FISC-501.2-002	PD is accurate and current. <b>Certified by Activity: ha</b>	HRO: (5/14)mm5/19 (6/24)mm6/25 ms 6/25 mm7/1ms 7/1

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.  
提出された応募書類はお返ししません Submitted applications will not be returned.

SUPERVISORY STOREKEEPING CLERK  
MLC 1-5

**TASKS:**

As the Shop Store Section Shop Head, assists the Storage Branch Head in the performance of his/her duties operating in the following capacities:

Manages, stores, controls and issues all commodity groups of supply items which are characterized by such factors as shelf life, Depot Level Repairable (DLR), mandatory turn-in equipment, long procurement lead time, major equipment, high monetary value, kitted items, hazardous materials, end use assemblies and items requiring special handling and shipping. During the performance of duties uses both Navy and DoD Supply Systems and automated systems such as: Navy Enterprise Maintenance Automated Information System (NEMAIS), Navy One Touch Support (OTS), Ship Maintenance Logistics Information System (SMLIS) and Advanced Industrial Management (AIM), and Navy Enterprise Resource Planning (ERP). Also uses knowledge of pertinent supply regulations, Military Standard Requisitioning and Issue Procedures (MILSTRIP) and Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP) to execute his/her duties.

- Maintains proper storage, preservation, and quality of all materials and coordinates actions in connection with spot and scheduled inventories of materials.
- Coordinates and consolidates deliveries of material to production shops/codes of Ship Repair Facility – Japan Regional Maintenance Center (SRF-JRMC).
- Performs other duties as assigned or required including operation of forklift and other material handling equipment.